

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B8400222

PRINT DATE: 11/19/18

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SHIP TO: AS SPECIFIED ON INDIVIDUAL ORDERS		
VENDOR ID: INFOSEAL 1825 BLUE HILL CIRCLE ROANOKE, VA 24012 (917)940-6779	REFER QUESTIONS TO: FRANCINE JACKSON (410)767-3039 FRANCINE.JACKSON@MARYLAND.GOV	
ITB: 001IT820724	EXPR DATE: 11/05/20 POST DATE: 11/06/17	DISCOUNT TERMS: . NET 30 DAY CONTRACT AMOUNT: 84,716.31

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

AGENCY CONTRACT
FOR
PRINTING, SORTING & MAILING OF 1099 G FORMS
COMPTROLLER OF MARYLAND
REVENUE ADMINISTRATION DIVISION

CONTRACT PERIOD: THIS IS A THREE (3) YEAR CONTRACT WITH TWO (2), ONE (1) YEAR RENEWAL OPTIONS.

VENDOR NAME : INFOSEAL
VENDOR CONTACT : KATE TORPEY
VENDOR NUMBER : 917-942-6779
VENDOR EMAIL : KTORPEY@INFOSEAL.COM

AGENCY CONTACT: MELISSA HANEKE
AGENCY NUMBER : 410-260-7605
AGENCY EMAIL : MHANEKE@COMP.STATE.MD.US
AGENCY CONTACT: MICHAEL HALL
AGENCY NUMBER : 410-260-7605
AGENCY EMAIL : MHALL@COMP.STATE.MD.US

THIS CONTRACT, OR ANY PART OF THE CONTRACT MAY BE RENEWED FOR TWO (2) ONE (1) YEAR TERMS BY DGS.

NOTICE TO THE STATE OF MARYLAND OF THE CONTRACTOR'S INTENT NOT TO

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TERMS (cont'd):

RENEW SHALL BE GIVEN, IN WRITING, TO THE PROCUREMENT OFFICER AT LEAST ONE-HUNDRED TWENTY (120) DAYS BEFORE THE EXPIRATION DATE.

SCOPE OF CONTRACT:

THIS IS A REQUIREMENTS CONTRACT FOR SUPPLYING THE USING AUTHORITY WITH THE PRINTING, SORTING AND MAILING OF 1099G TAX FORMS FOR THE COMPTROLLER OF MARYLAND/REVENUE ADMINISTRATION DIVISION, DURING THE CONTRACT PERIOD.

RELEASES SHALL BE MADE AS REQUESTED BY THE USING AUTHORITY ON AN "AS REQUIRED" BASIS.

QUANTITIES STATED ARE ESTIMATES ONLY AND ARE NOT TO BE CONSTRUED AS ANY MINIMUM OR MAXIMUM GUARANTEE. USAGE WILL BE FOR THE ACTUAL REQUIREMENTS OF THE AGENCY AND MAY VARY APPRECIABLY FROM THE ESTIMATED QUANTITIES.

THIS CONTRACT SHALL REMAIN IN EFFECT FOR THE TIME PERIOD SPECIFIED UNLESS THE CONTRACT IS TERMINATED BY THE BUREAU. THE BUREAU MAY TERMINATE ANY CONTRACT WITHOUT SHOWING CAUSE UPON THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR.

PRICE ESCALATION:

THE PRICE ADJUSTMENTS FOR THE RENEWALS SHALL BE NEGOTIATED AND MUTUALLY AGREED UPON BY DGS AND THE CONTRACTOR. DGS RESERVES THE RIGHT TO RENEW ANY AND/OR ALL CONTRACTOR'S CONTRACTS. ANY CONTRACTS WHICH ARE NOT RENEWED WILL BE COMPETITIVELY RE-BID. ESTIMATED QUANTITIES WILL BE PROVIDED FOR ANY OR ALL RENEWAL OPTIONS. UPON RENEWAL, THE EXISTING CONTRACT TERMS AND CONDITIONS WILL APPLY.

NO PRICE INCREASES WILL BE AUTHORIZED FOR THE THREE (3) YEAR BASE TERM OF THE CONTRACT. PRICE ESCALATIONS MAY BE PERMITTED ONLY AT THE END OF THIS PERIOD AND UPON EACH CONTRACT RENEWAL THEREAFTER AND ONLY WHERE VERIFIED TO THE SATISFACTION OF THE DGS PROCUREMENT OFFICER. HOWEVER, "ACROSS THE BOARD" PRICE DECREASES ARE SUBJECT TO IMPLEMENTATION AT ANY TIME AND SHALL BE IMMEDIATELY CONVEYED TO THE STATE OF MARYLAND.

PRICE ADJUSTMENTS MAY BE PERMITTED FOR CHANGES IN THE CONTRACTOR'S COST OF MATERIALS ONLY, NOT TO EXCEED 5% OF THE PREVAILING PRICE AT THE TIME OF THE REQUEST AND SHALL BE BASED ON THE PERCENTAGE CHANGE IN THE U. S. DEPARTMENT OF LABOR, BUREAU OF LABOR STATISTICS (BLS) PRODUCER PRICE INDEX (PPI) FOR FINANCIAL AND LEGAL PRINTING, NUMBER WPU 093704, NOT SEASONALLY ADJUSTED, FOUND AT WWW.BLS.GOV/PPI/.

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TERMS (cont'd):

SHOULD THE SPECIFIED PPI BE ELIMINATED OR UNAVAILABLE BY BUREAU OF LABOR STATISTICS, DGS WILL SELECT A COMPARABLE SERIES IDENTIFICATION NUMBER OR INDEX TO SUBSTITUTE.

AT THE TIME OF EACH RENEWAL, THE CONTRACTOR MAY REQUEST AN INCREASE OF THE PRICES THEN PREVAILING. THE REQUEST FOR A PRICE INCREASE MUST BE SUBMITTED WITHIN TWO (2) WEEKS OF THE NOTICE FROM THE DGS PROCUREMENT OFFICER OF THE STATE'S INTENT TO EXERCISE THE RENEWAL OPTION. ANY APPROVED PRICE CHANGES WILL BE EFFECTIVE ONLY AT THE BEGINNING OF THE CONTRACT RENEWAL START DATE.

THE CONTRACTOR SHALL DOCUMENT THE AMOUNT AND PROPOSED EFFECTIVE DATE OF ANY GENERAL CHANGE IN THE PRICE OF MATERIALS. DOCUMENTATION SHALL BE SUPPLIED WITH THE CONTRACTOR'S REQUEST FOR INCREASE WHICH WILL: (1) VERIFY THAT THE REQUESTED PRICE INCREASE IS GENERAL IN SCOPE AND NOT APPLICABLE JUST TO THE STATE OF MARYLAND; AND (2) VERIFY THE AMOUNT OR PERCENTAGE OF INCREASE WHICH IS BEING PASSED ON TO THE CONTRACTOR BY

DOCUMENTATION SHALL BE SUPPLIED WITH THE CONTRACTOR'S REQUEST FOR INCREASE WHICH WILL: (1) VERIFY THAT THE REQUESTED PRICE INCREASE IS GENERAL IN SCOPE AND NOT APPLICABLE JUST TO THE STATE OF MARYLAND; AND (2) VERIFY THE AMOUNT OR PERCENTAGE OF INCREASE WHICH IS BEING PASSED ON TO THE CONTRACTOR BY THE CONTRACTOR'S SUPPLIERS. THE DGS PROCUREMENT OFFICER WILL NOTIFY THE USING AGENCIES AND CONTRACTOR IN WRITING OF THE EFFECTIVE DATE OF ANY INCREASE WHICH IT APPROVES.

HOWEVER, THE CONTRACTOR SHALL FILL ALL PURCHASE ORDERS RECEIVED PRIOR TO THE EFFECTIVE DATE OF THE PRICE ADJUSTMENT AT THE OLD CONTRACT PRICES. THE CONTRACTOR IS FURTHER ADVISED THAT DECREASES WHICH AFFECT THE COST OF MATERIALS ARE REQUIRED TO BE COMMUNICATED IMMEDIATELY TO THE PROCUREMENT OFFICER.

USAGE REPORT:

A USAGE REPORT SHALL BE FURNISHED BY THE SUCCESSFUL VENDOR EVERY THREE MONTHS DETAILING THE PURCHASE OF ALL ITEMS ON THE CONTRACT. THE FORMAT SHALL BE SUBMITTED ELECTRONICALLY IN EXCEL FORMAT. AT A MINIMUM, THE REPORT SHALL REFLECT THE CONTRACT NUMBER, CONTRACT ITEM NUMBER AND DESCRIPTION, THE DOLLAR VOLUME PURCHASED OF EACH ITEM, AGENCY IDENTIFICATION, AND THE CONTRACT TOTAL. THE REPORT SHALL BE FILED WITHIN THIRTY (30) DAYS AFTER THE END OF EACH REPORTING PERIOD. ANY EXCEPTION TO THIS MANDATORY REQUIREMENT MAY RESULT IN CANCELLATION OF THE AWARD. FAILURE TO PROVIDE THE REPORT WITH THE MINIMUM REQUIRED INFORMATION MAY ALSO NEGATE ANY CONTRACT EXTENSION CLAUSES.

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TERMS (cont'd):

CONTRACT DELIVERABLES:

THE CONTRACTOR SHALL PROVIDE BLUELINE PROOFS THAT MUST BE APPROVED PRIOR TO PRINTING AT NO COST TO THE STATE.

THE CONTRACTOR SHALL ASSUME RESPONSIBILITY FOR COMPLIANCE BY HIS/HER EMPLOYEES FOR THE CONFIDENTIALITY OF ALL INFORMATION IN ANY AND ALL FILES RECEIVED FROM THE STATE PERTAINING TO THIS CONTRACT.

CONFIDENTIALITY OF INFORMATION:

ALL DATA PROVIDED BY THE REVENUE ADMINISTRATION DIVISION IS CONFIDENTIAL, REMAINS THE PROPERTY OF THE RAD AND CAN BE USED ONLY FOR THE PURPOSES OUTLINED. SUCH INFORMATION SHALL NOT BE PUBLISHED,

CIRCULATED OR USED BY THE VENDOR IN A MANNER OTHER THAN THAT IS SPECIFIED HEREIN. THE VENDOR IS SUBJECT TO CRIMINAL PENALTIES FOR DISCLOSURE OF SUCH INFORMATION.

SUBJECT TO THE MARYLAND PUBLIC INFORMATION ACT AND ANY OTHER APPLICABLE LAWS, ALL CONFIDENTIAL OR PROPRIETARY INFORMATION AND DOCUMENTATION RELATING TO EITHER PARTY (INCLUDING WITHOUT LIMITATION, ALL SOCIAL SECURITY NUMBERS, TAX INFORMATION, CONFIDENTIAL FINANCIAL INFORMATION, AND ANY OTHER CONFIDENTIAL INFORMATION OR DATA) SHALL BE HELD IN ABSOLUTE CONFIDENCE BY THE OTHER PARTY.

EACH PARTY SHALL, HOWEVER, BE PERMITTED TO DISCLOSE RELEVANT CONFIDENTIAL INFORMATION TO ITS OFFICERS, AGENTS AND EMPLOYEES TO THE EXTENT THAT SUCH DISCLOSURE IS NECESSARY FOR THE PERFORMANCE OF THEIR DUTIES UNDER THIS CONTRACT, PROVIDED THE DATA MAY BE COLLECTED, USED, DISCLOSED, STORED AND DISSEMINATED ONLY AS PROVIDED BY AND CONSISTENT WITH THE LAW AND THE CONFIDENTIALITY PROVISIONS OF THE IFB.

THE PROVISIONS OF THIS SECTION SHALL NOT APPLY TO INFORMATION THAT (A) IS LAWFULLY IN THE PUBLIC DOMAIN; (B) HAS BEEN INDEPENDENTLY DEVELOPED BY THE OTHER PARTY WITHOUT VIOLATION OF THIS CONTRACT; (C) WAS ALREADY IN THE POSSESSION OF SUCH PARTY; (D) WAS SUPPLIED TO SUCH PARTY BY A THIRD PARTY LAWFULLY IN POSSESSION THEREOF AND LEGALLY PERMITTED TO FURTHER DISCLOSE THE INFORMATION ; OR (E) WHICH SUCH PARTY IS REQUIRED TO DISCLOSE BY LAW.

NO BROKERS OR SUBCONTRACTORS:

THE WORK REQUIRED UNDER THIS CONTRACT SHALL BE PERFORMED IN ITS ENTIRETY BY THE VENDOR SELECTED BY DGS TO PERFORM THIS WORK. THERE SHALL BE NO SUBCONTRACTING OF ANY PORTION OF THIS CONTRACT.

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TERMS (cont'd):

QUOTED PRICE TO BE F.O.B. DESTINATION TO ANY POINT WITHIN THE STATE OF MARYLAND AND SHALL INCLUDE ALL SHIPPING, HANDLING AND ADMINISTRATIVE CHARGES TO ANY POINT WITHIN THE STATE OF MARYLAND.

PAYMENT TERMS TO BE NET, 30 DAYS.

ANY PRODUCTS DELIVERED UNDER THIS CONTRACT, WHICH DO NOT MEET SPECIFICATIONS OR ARE OTHERWISE FOUND TO BE DAMAGED OR DEFECTIVE, SHALL BE REJECTED AND RETURNED AT THE CONTRACTORS EXPENSE FOR REPLACEMENT OR CREDIT.

INVOICES:

FOLLOWING DELIVERY AND ACCEPTANCE OF ANY MATERIALS, EQUIPMENT, SUPPLIES OR SERVICES INFOSEAL SHALL SUBMIT AN ORIGINAL INVOICE TO THE AGENCY FOR PAYMENT.

VENDOR MUST INCLUDE THE 9-DIGIT ZIP CODE OF COMPANY ADDRESS ON ALL INVOICES. FAILURE TO DO SO MAY RESULT IN A DELAY OF PAYMENT.

THIS BLANKET PURCHASE ORDER IS FOR NEW PRODUCTS/EQUIPMENT WHICH MUST BE FREE FROM DEFECTS. USED, REFURBISHED OR REMANUFACTURED PRODUCTS/EQUIPMENT WILL NOT BE ACCEPTED OR CONSIDERED UNLESS OTHERWISE INDICATED HEREIN.

THE DEPARTMENT OF GENERAL SERVICES' "TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000" AND ALL SPECIFICATIONS, TERMS AND CONDITIONS OF SOLICITATION # 001IT820724 / MDDGS31035039 INCORPORATED HEREIN BY REFERENCE.

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0001	60051-000000	M	29.6000		

FORMS

NOTE: UNIT OF MEASURE IS PER THOUSAND.
CUSTOM DESIGN, PRINTING PROCESSING IMAGING AND MAILING OF 1099G FORMS ANY BALANCE OF FORMS MUST BE DELIVERED TO REVENUE ADMINISTRATION WITHIN TEN BUSINESS DAYS AFTER MAILING. EXACT AMOUNTS FOR MAILING WILL BE DETERMINED BY REVENUE ADMINISTRATION AS SOON AS THE INFORMATION BECOMES AVAILABLE. OVERRUNS UP TO 2 PERCENT OF THE QUANTITY SPECIFIED WILL BE ACCEPTED. VENDOR MUST GUARANTEE SHIPMENT

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OF NO LESS THAN THE QUANTITY ORDERED.

1099G SPECIFICATIONS:

SPECIFICATIONS ARE FOR THE DESIGN, PRINTING, PROCESSING, IMAGING AND MAILING OF 1099G FORMS.

PRICING INCLUDES THE COST OF ALL DESIGN, PRINTING, DATA PROCESSING, IMAGING, AND MAILING SERVICES. VENDOR MUST ALSO HAVE NCOA AND CASS CERTIFICATION CAPABILITIES. SUBCONTRACTING IS NOT PERMITTED FOR ANY OF THE ABOVE MENTIONED FUNCTIONS. POSTAGE WILL BE PAID SEPARATELY BY REVENUE ADMINISTRATION.

QUANTITIES:

1,300,000 COPIES, (THIS IS AN ESTIMATE ACTUAL FIGURES WILL BE PROVIDED WHEN KNOWN). WHICH WILL REQUIRE MAILING TO INDIVIDUAL TAXPAYERS. ANY BALANCE MUST BE DELIVERED TO REVENUE ADMINISTRATION WITHIN TEN BUSINESS DAYS AFTER MAILING. EXACT AMOUNTS FOR MAILING WILL BE DETERMINED BY REVENUE ADMINISTRATION AS SOON AS THE INFORMATION IS AVAILABLE.

OVER-RUNS:

UP TO 2 PERCENT OF THE QUANTITY SPECIFIED WILL BE ACCEPTED. HOWEVER, VENDOR MUST GUARANTEE SHIPMENT OF NO LESS THAN THE QUANTITY ORDERED. NO UNDER-RUNS ARE ACCEPTABLE.

REVENUE ADMINISTRATION RESERVES THE RIGHT TO ADJUST QUANTITIES WITHIN 10 PERCENT OF THE ORIGINAL QUANTITY ORDERED, BASED UPON THE NUMBER OF ACCOUNTS ON RECORD WITH THE DEPARTMENT.

COPY: VENDOR WILL SUPPLY ALL CAMERA READY ART AND IS RESPONSIBLE FOR COMPLIANCE OF ALL FACETS OF COPY WITH THE INTERNAL REVENUE SERVICE REGULATIONS.

REVENUE ADMINISTRATION WILL SUPPLY COPY CHANGES TO VENDOR.

EXPRESS MAIL SERVICE: AT REVENUE ADMINISTRATION'S DISCRETION, THE VENDOR MUST PICK UP OR DELIVER ALL SAMPLES, COPY OR PROOFS, OR UTILIZE AN EXPRESS MAIL SERVICE.

THIS EXPRESS MAIL SERVICE (AT REVENUE ADMINISTRATION'S DISCRETION) IS PAID BY VENDOR TO PRECLUDE A PERSONAL VISIT. REVISIONS TO COPY MUST BE RECEIVED BY REVENUE ADMINISTRATION WITHIN SEVEN BUSINESS DAYS OF RECEIPT.

CONTRACT LIAISONS:

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VENDOR CONTACT - VENDOR WILL DESIGNATE AN EMPLOYEE TO ACT AS A CONTACT PERSON IN MATTERS REGARDING THIS CONTRACT. UPON NOTIFICATION OF AWARD, VENDOR MUST PROVIDE THE NAME, TITLE AND TELEPHONE NUMBER OF THEIR CONTACT PERSON TO REVENUE ADMINISTRATION.

REVENUE CONTACT - REVENUE ADMINISTRATION'S CONTACT FOR QUESTIONS REGARDING THE CONTRACT, TECHNICAL SPECIFICATIONS, PROOF APPROVALS, DELIVERY SCHEDULES, POSTAGE ACCOUNT, COST CHANGES, ETC. IS:

MELISSA HANEKE
REVENUE ADMINISTRATION DIVISION, ROOM 208B
110 CARROLL STREET
ANNAPOLIS, MD 21411
TELEPHONE: 410-260-7605
EMAIL: MHANEKE@COMP.STATE.MD.US

DIRECT BILLING, INVOICES, AND ACCOUNTING INFORMATION TO:

ACCOUNTS PAYABLE
COMPTROLLER OF MARYLAND
FINANCE OFFICE, ROOM 215
LOUIS L. GOLDSTEIN TREASURY BUILDING
P.O. BOX 466
ANNAPOLIS, MD 21404-0466

PRINT CONDITIONS INSTRUCTIONS TO BIDDERS: SUBCONTRACTING IS NOT PERMITTED EXCEPT FOR PRINTING/PROCUREMENT OF SHIPPING BOXES, PALLETS AND FREIGHT SERVICES.

SECURITY: REFERENCE DEPARTMENT OF GENERAL SERVICES SECURITY REQUIREMENTS.

CONTRACTOR MUST SUBMIT SURETY PERFORMANCE BOND (100 PERCENT OF BID) WITHIN TEN DAYS AFTER THE AWARD.

VENDOR DEFAULT PENALTY: IF VENDOR FAILS TO DELIVER OR MEET THE PRINTING SPECIFICATIONS PROVIDED HEREIN, THE STATE MAY TERMINATE THIS AGREEMENT AND PROCURE, IN SUCH MANNER AS IT MAY DEEM APPROPRIATE, SERVICES SIMILAR TO THAT PROVIDED BY VENDOR. VENDOR SHALL BE LIABLE TO THE STATE FOR ANY REASONABLE EXCESS COST OF SUCH SIMILAR SERVICES.

VENDOR TAX STATUS: UPON THE SUBMISSION OF THE BID, VENDOR WARRANTS IT HAS NO DELINQUENCIES FOR ANY MARYLAND TAX TO WHICH IT IS SUBJECT, EXCLUDING TAX MATTERS WHICH ARE UNDER APPEAL.

EEO AFFIDAVIT: CONTRACTOR MUST ABIDE BY AFFIRMATIVE ACTION PROVISIONS OF THE STATE.

CONFIDENTIALITY OF INFORMATION: DATA PROVIDED BY REVENUE ADMINISTRATION IS CONFIDENTIAL, REMAINS THE PROPERTY OF REVENUE ADMINISTRATION AND CAN BE USED ONLY FOR PURPOSES OUTLINED.

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SUCH INFORMATION SHALL NOT BE PUBLISHED, CIRCULATED OR USED BY VENDOR IN A MANNER OTHER THAN THAT SPECIFIED HEREIN. VENDOR IS SUBJECT TO CRIMINAL PENALTIES FOR DISCLOSURE OF SUCH INFORMATION. THE SELECTED VENDOR WILL BE REQUIRED TO SIGN THE ATTACHED CONFIDENTIALITY OF IRS AND STATE TAX INFORMATION ADDENDUM. (SEE EXHIBIT A).

WORKMANSHIP: ALL WORK MUST BE PERFORMED IN A THOROUGH, ACCURATE AND FIRST-CLASS MANNER. PRESSWORK SHALL BE OF FIRST GRADE, PRODUCING CLEAR, CLEAN, SHARP IMPRESSIONS. FINISHED FORMS SHALL BE FREE OF ALL DEFECTS IN PAPER AND PRINTING THAT MAY DEGRADE APPEARANCE, PERFORMANCE AND SERVICEABILITY.

NO BROKERS OR SUBCONTRACTORS - THE WORK REQUIRED UNDER THIS CONTRACT MUST BE PERFORMED IN ITS ENTIRETY BY THE VENDOR SELECTED BY THE DEPARTMENT OF GENERAL SERVICES TO PERFORM THIS WORK. CONTRACTS MAY NOT BE AWARDED TO BROKERS OR SUBCONTRACTORS.

PAPER STOCK: SIZE WILL BE 6 X 8.5 FOLDED TO 6 X 4.25 WHEN MAILED, PRODUCED ON 75 LB. WHITE MAILER STOCK. (SEE PAGE 2 OF GENERAL INSTRUCTIONS).

INK: FRONT AND BACK WILL BE ONE COLOR BLACK INK.

PERFORATIONS: THERE WILL BE THREE PERFORATIONS THAT ARE PARALLEL TO THE SIX INCH DIMENSION. ALL THREE PERFORATIONS RUN ACROSS THE ENTIRE WIDTH OF THE FORM.

ONE PERFORATION WILL BE .375 FROM THE TOP OF THE FORM AND THE SECOND WILL BE .375 FROM THE BOTTOM OF THE FORM. THE THIRD PERFORATION WILL BE 4.25 FROM BOTH THE TOP AND BOTTOM OF THE FORM.

IMAGING: PRINT QUALITY OF NAME AND ADDRESS INFORMATION MUST MEET USPS STANDARDS. ADDRESSES AND OTHER VARIABLE INFORMATION SUPPLIED ARE TO BE VENDOR IMAGED PRINTED ON BOTH THE FRONT AND BACK OF THE 1099G FORMS. VARIABLE DATA WILL INCLUDE, BUT NOT BE LIMITED TO: NAME AND ADDRESS, (WE WILL NOT PRINT ANY SOCIAL SECURITY #'S ON THE 1099G), MONEY AMOUNTS ETC... (SEE PAGE 3 OF GENERAL INSTRUCTIONS).

FOLDING: AFTER BEING VARIABLY IMAGED ON BOTH SIDES, THE FORM IS FOLDED IN HALF ON THE MID FORM PERFORATION SO THAT THE OUTGOING ADDRESS AND POSTAL BAR CODE ARE POSITIONED ABOVE THE FOLD PERFORATION, MEETING POSITIONING REQUIREMENTS FOR POSTAL AUTOMATION DISCOUNTS FOR A DOUBLE POST CARD MAILING. (AUTOMATION AND/OR NONAUTOMATION PRE-SORT) THE FORM IS TO BE FOLDED TO POSITION THE TWO PERFORATIONS THAT ARE .375 FROM THE TOP AND BOTTOM OF THE FORM EXACTLY ON TOP OF EACH OTHER, CREATING A STUB THAT MUST BE REMOVED TO OPEN THE FORM.

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GLUING SEALING: FORMS MUST BE SOLID GLUED ACROSS FORM IN THE STUB AREA CREATED BY THE TWO PERFORATIONS THAT ARE .375 INCH FROM BOTH THE TOP AND BOTTOM OF THE FORM. GLUE MUST NOT BE PLACED CLOSER .25 INCH FROM ANY PRINTED OR IMAGED INFORMATION.

TEST: FORMAT ADDRESS INFORMATION ACCORDING TO CURRENT U.S. POSTAL SERVICE REGULATIONS. TEST DATA MUST BE RETURNED TO REVENUE ADMINISTRATION WITHIN TEN (10) DAYS OF WRITTEN FINAL APPROVAL OF TEST DATA.

LIVE PRODUCTION: POSTCARDS DAMAGED BY MALFUNCTIONS OF MACHINERY MUST BE REPLACED AT NO COST TO REVENUE ADMINISTRATION. ALL ADDRESS INFORMATION AND IDENTIFICATION DATA MUST BE LEGIBLE AND FUNCTIONAL FOR MAILING AND PROCESSING PURPOSES. RETURN PRODUCTION AND ADDRESS CORRECTION DATA TO REVENUE ADMINISTRATION WITHIN TWENTY (20) DAYS OF MAILING POSTCARDS.

TEST REQUIREMENTS: VENDOR WILL SUPPLY REVENUE ADMINISTRATION WITH 200 FORMS (1099G), IMAGED WITH ALL VARIABLE DATA WITHIN FIVE (5) DAYS OF PROOF APPROVAL. VENDOR WILL SUPPLY ADDITIONAL TESTS AS NEEDED UNTIL ACCURATE DATA TEST IS ACCOMPLISHED. STATE WILL NOT GRANT APPROVAL FOR ACTUAL PRODUCTION UNTIL TEST DOCUMENTS ARE APPROVED IN WRITING BY REVENUE ADMINISTRATION.

QUALITY CONTROL PRODUCTION SAMPLING: VENDOR MUST MANUFACTURE THE MAILING PIECE ASSURING A PERFECT MATCH BETWEEN PERSONALIZED INTERNAL INFORMATION AND OUTSIDE MAILING ADDRESS.

VENDOR MUST ESTABLISH A SYSTEM OF QUALITY CONTROL WHICH INCLUDES AN INSPECTION PROCEDURE FOR EACH PHASE OF THE PRODUCTION RUN. VENDOR MUST SUBMIT THIS PLAN WITH THE OFFICIAL BID FOR APPROVAL BY THE DEPARTMENT OF REVENUE. (SEE PAGE 4 OF GENERAL INSTRUCTIONS).

VENDOR MUST PROVIDE REVENUE ADMINISTRATION WITH SAMPLES (VIA EMAIL, FAX, DELIVERY, FED EX, ETC.) OF LIVE IMAGED DATA/FORMS FOR EVERY PRODUCTION RUN, DURING OR IMMEDIATELY FOLLOWING EACH RUN.

PROCEDURES WILL BE DEVELOPED BY REVENUE ADMINISTRATION, BASED ON TYPES OF FORMS, QUANTITY OF RUNS, ETC., WHICH WILL BE DISCUSSED AT THE PRE-BID CONFERENCE AND PROVIDED TO VENDOR UPON AWARD.

NOTE: DUE TO NECESSITY OF DATA REVIEW BY THIS DEPARTMENT, VENDOR WILL PROVIDE REVENUE ADMINISTRATION 48 HOURS ADVANCE NOTICE OF ALL IMAGE RUNS. THE DIVISION, AT ITS SOLE DISCRETION, MAY BE PRESENT DURING ANY PHASE OF PRODUCTION TO OBSERVE OPERATIONS AND CHECK THE QUALITY OF PRODUCTION. NO POSTCARDS WILL BE ENTERED INTO THE MAIL SYSTEM

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UNTIL PRESS PROOF APPROVAL HAS BEEN GIVEN BY REVENUE ADMINISTRATION.

MAILING POSTAL REQUIREMENTS: DOUBLE POSTCARD MAILED AT THE POSTCARD RATE WITH MAXIMUM SAVINGS. A LETTER OF CERTIFICATION FROM THE POST OFFICE USED BY THE VENDOR'S PRODUCTION FACILITY THAT APPROVES THE POSTAGE RATE FOR THE REQUIRED FORM CONSTRUCTION MUST BE SUBMITTED WITH THIS BID TO QUALIFY FOR AWARD.

MAINTAIN A THOROUGH QUALITY ASSURANCE PROGRAM TO GUARANTEE THAT NONE OF THE DELIVERED FORMS HAVE ILLEGIBLE INFORMATION.

REVENUE DEPARTMENT'S COMPANY PERMIT WILL BE USED. POSTAGE AND PERMIT FEES WILL BE PAID DIRECTLY TO THE POST OFFICE BY REVENUE ADMINISTRATION. (DO NOT INCLUDE IN BID).

ALL ORIGINAL POSTAGE (USPS 3602-R'S AND 3607'S) STATEMENTS AND RECEIPTS MUST BE EMAILED TO REVENUE ADMINISTRATION'S CONTACT.

PRODUCTS MUST BE ADDRESSED, PREPARED FOR MAILING AND DELIVERED TO U.S. POST OFFICE IN MARYLAND FOR DELIVERY, NO SOONER THAN JANUARY 11, 2018 NO LATER THAN JANUARY 31, 2018. NO MORE THAN 100,000 PIECES TO USPS IN MD EACH DAY, STARTING ASAP.

NOTE: FEDERAL LAW STIPULATES THAT ALL 1099G FORMS BE POSTMARKED NO LATER THAN JANUARY 31, 2018.

AFTER COMPLETION OF THE 1099G PRODUCTION, A REPORT OF ALL INCOMPLETE ADDRESSES WILL BE PROVIDED TO REVENUE ADMINISTRATION'S CONTACT.

END OF ITEM LIST

***** LAST PAGE *****

AUTHORIZED BY: _____ DATE: _____

BUYER AUTHORIZED DESIGNEE